



# UNITED STATES MARINE CORPS

MARINE CORPS BASE  
PSC BOX 20004  
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 1650.6E

MANP

SEP 30 1996

BASE ORDER 1650.6E w/Ch 1, Ch 2

From: Commanding General  
To: Distribution list

DISTRIBUTION

CM Erickson

Subj: ADMINISTRATION OF AWARDS 1330, 110CT96

Ref: (a) SECNAVINST 1650.1F  
(b) MCO 1650.19F  
(c) CMC Washington DC 100900Z Jul 95

- Encl:
- (1) Administrative Guidelines for Award Recommendations
  - (2) Procedures for Awarding the Navy and Marine Corps Achievement Medal (NMCAM)
  - (3) Sample of Properly Completed OPNAV 1650/3
  - (4) Sample Citation Format for the Certificate of Commendation
  - (5) Sample Summary of Action for the Meritorious Outstanding Volunteer Service Medal (MOVSM)
  - (6) Sample Citation Format for the Meritorious Service Medal (MSM)
  - (7) Sample Citation Format for the Navy and Marine Corps Commendation Medal (NMCCM)
  - (8) Sample Citation Format for the Navy and Marine Corps Achievement Medal (NMCAM)
  - (9) Sample Final Citation for the Navy and Marine Corps Commendation Medal (NMCCM)
  - (10) Sample Final Citation for the Navy and Marine Corps Achievement Medal (NMCAM)
  - (11) Sample Final Citation for Meritorious Mast

1. Purpose. To set forth the policies and procedures to be followed in the administration of awards at Marine Corps Base and to amplify instructions and information contained in references (a) and (b).

2. Cancellation. BO 1650.6D.

3. Background

a. Military decorations and awards have the purpose of publicly recognizing and rewarding extraordinary, exceptionally meritorious, or conspicuously outstanding acts of heroism and other acts or services which are above and beyond that normally expected, and which distinguish the individual or unit among those performing similar acts or services.

b. A judicious use of military decorations and awards provides incentive to continually improve the morale within each command.

c. The delegation of authority to approve certain military decorations and awards to unit commanders has enhanced the entire program by alleviating the time consuming process previously required by involving higher awarding authority.

Ch 1 (17Sep97)

SEP 30 1996

4. General. To preserve the integrity of the awards system, each recommendation must be fully justified and meet the criteria contained in reference (a) for the specific award recommended. Reference (a) further delineates the approving authority and the maximum number of NA's that may be awarded per calendar year, per command. Reference (b) contains guidance for submission of award recommendations and will be followed explicitly for all recommendations which must be forwarded to higher headquarters for approval.

a. Level of Awards

- (1) Meritorious Service Medal (MSM)
- (2) Navy and Marine Corps Commendation Medal (NMCCM)
- (3) Navy and Marine Corps Achievement Medal (NMCAM)
- (4) Meritorious Outstanding Volunteer Service Medal (MOVSM)
- (5) Certificate of Commendation
- (6) Meritorious Mast
- (7) Letter of Appreciation

b. Administration

(1) The administration of awards falls under the staff cognizance of the Assistant Chief of Staff, Manpower.

\* (2) An Awards Board, consisting of the Chief of Staff as Senior Member, and a quorum of four chosen from the Command Inspector, Assistant Chiefs of Staff, Comptroller; Facilities; Logistics; Morale, Welfare and Recreation; Training, Education and Operations; the Base Sergeant Major in the case of enlisted Marines, and the Staff Judge Advocate in the case of officers, will review and comment on all recommendations for the NMCCM or higher awards prior to the recommendations being forwarded to the Commanding General. Navy and Marine Corps Achievement recommendations submitted on staff sergeants and above will also be reviewed by the Awards Board. There is no longer a requirement for a lengthy Summary of Action to be submitted on any NMCAM recommendation. Recommendations for the NMCAM submitted on sergeants and below will no longer require a Summary of Action, or to be processed via the Awards Board. A completed OPNAV Form 1650/3 and well written citation will suffice. A listing (bullet style) of the individual's accomplishments on the reverse side of the OPNAV Form 1650/3 will suffice for staff sergeants and above.

c. Submission of Award Recommendation

(1) Recommendations for MSM, NMCCM, NMCAM and MOVSM will be submitted on OPNAV Form 1650/3 (Personal Award Recommendation). Reference (a) contains criteria for the awards and provides guidance for the completion of the form. Justification for the award must be contained in the summary of action section of the form. An objective summary giving specific examples of performance and achievements should be presented, and technical details included, as applicable. Enclosure (1) contains administrative guidelines for preparing award recommendations and citations. The emphasis should be on performance of responsibilities and specific accomplishments that set the nominee apart from his/her peers. Enclosure (2) describes the procedures for awarding the NMCAM. Enclosure (3) contains instructions on how to properly complete the OPNAV 1650/3. Enclosures (4) through (11) contain samples of how each citation and/or summary of action will be submitted. The proposed citation for the NMCCM and NMCAM should not exceed eight typewritten lines as described in Enclosures (7) and (8).

SEP 30 1996

(2) Requests for Commanding General's Certificates of Commendation should be submitted in naval letter format via the chain of command. Commanding Officers will include a specific recommendation in all endorsements. Recommendations for Certificates of Commendation must reach this Headquarters (AC/S, Manpower) a minimum of 10 working days prior to the desired presentation date. A proposed citation, as shown in enclosure (4), must be provided and should not exceed nine double-spaced typewritten lines in landscaped form. Justification for each Certificate of Commendation must be contained in the request and not the proposed citation.

(3) Guidance for Letters of Appreciation is contained in reference (b). Normally, the Commanding General will award Letters of Appreciation to individuals for specific actions or achievements, which do not warrant a higher award. Recommendations for the Commanding General's Letter of Appreciation should be submitted to this Headquarters (AC/S, Manpower) in naval letter format with a proposed letter as an enclosure.

(4) Eligibility requirements for the MOVSM are outlined in reference (c).

(5) Refrain from submitting "mid-tour" awards as this takes away from the possibility of a greater award being issued upon the individual's transfer. An example of "mid-tour" would be a transfer between Marine Corps Base Commands. The Commanding General's policy establishes a one year period of service (minimum) for nominating an individual for any award, unless the individual was directly involved in a truly significant act. In the interim of an individual's transfer, a "Letter of Continuity" would be appropriate.

(6) Timeliness, accuracy, concise and factual justification are foremost in all award recommendations.

(a) Recommendations for awards based on meritorious service/end of tour must reach this Headquarters (AC/S, Manpower) a minimum of three months (90 days) prior to the individual's detachment date. Allow four months (120 days), if the recommendation is submitted through a lengthy chain of command or during the summer months (late May through August). Awards will be processed for presentation prior to an individual's transferring or retiring from their present command.

(b) Recommendation for awards based on retirement/transfer to the Fleet Marine Corps Reserve (FMCRR) must be forwarded to this Headquarters a minimum of four months (120 days) prior to desired presentation date. Retirement/transfer to the FMCRR are significant achievements that warrant consideration for an award. Commanders are encouraged not to overlook this most meaningful milestone for our Marines and Sailors as they depart the active duty ranks.

d. Submission of Award Recommendation for Approval by Higher Headquarters. Awards which must be forwarded to higher headquarters will be submitted in compliance with references (a) and (b). Special attention will be paid to mandatory opening and closing sentences of proposed citations for awards. Enclosures (6), (7) and (8) are sample citations for the MSM, NMCCM and the NMCAM. Those portions underlined are mandatory on all proposed awards.

Ch 2 ( 22 JUN 1998 )

5. Action

\* a. Award recommendations may be submitted by any commissioned officer senior to the individual being recommended, or by civilian supervisors GS-9 and above having knowledge of any act, achievement, or service which may warrant such award. Award recommendations originated by any department on military members assigned to Headquarters and Support Battalion, Marine Corps Base, are not required to be routed via the member's immediate company commander or battalion commander. Once the award recommendation is signed by the AC/S, it shall be sent directly to AC/S, Manpower for processing.

\* b. Commanding officers and department heads (AC/S) shall be guided by policies contained in the references and will ensure that recommendations forwarded to this Headquarters (AC/S, Manpower) are in strict compliance with the references and the following guidelines:

(1) Recommendations (OPNAV Form 1650/3) are addressed to the authority empowered to approve the award recommended.

(2) All recommendations must be appropriately justified and sufficiently detailed to allow proper evaluation and decision.

(3) Forward all recommendations no earlier than five months and no later than three months to the approving authority to allow sufficient time for processing to be accomplished well in advance of the required delivery date.

(4) Establish a unit awards board to review and take appropriate action on all award recommendations.

(5) Ensure all persons originating award recommendations are senior to the individual being nominated.

6. Summary of Revision

a. Eliminates the requirement to submit an annual report.

b. Lists revised information required to be submitted on OPNAV 1650/3 (Revised 1/93).

c. Changes required format in proposed citations per reference (a).

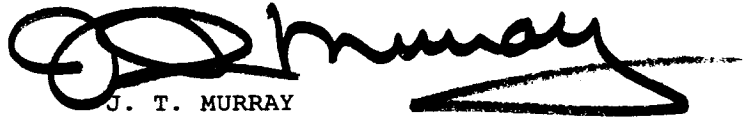
d. Changes awarding authority in the case of Navy and Marine Corps Commendation Medals (NMCCM) and Meritorious Service Medal (MSM).

e. Adds procedures for the awarding of the Meritorious Outstanding Volunteer Service Medal (MOVSM).

f. Establishes policy of a one year minimum period of service for nominating an individual for any award, unless the individual was directly involved in a truly significant act.

SEP 30 1996

7. Reserve Applicability. This Order is not applicable to the Marine Corps Reserve.



J. T. MURRAY  
Chief of Staff

DISTRIBUTION: X Cat 1/B Cat II

SEP 30 1996

ADMINISTRATIVE GUIDELINES FOR AWARD RECOMMENDATIONS

1. Start early. Gather pertinent information and verify its accuracy. Ensure all required information is entered correctly in the appropriate blocks of OPNAV 1650/3. Verification of personal information is time consuming, and incorrect information as to previous awards can result in incorrect citations being prepared. Be concise. Be accurate.
2. Ensure the Summary of Action is properly completed. This is the most important element of the award recommendation since each recommendation is evaluated on the justification contained therein. An objective summary giving specific examples of the performance and manner of accomplishing it, together with the results and benefits derived therefrom, should be presented.
3. Do not use any of the below statements, or variations of, in the Summary of Action or the proposed citation. They tend to detract from the justification of the award and degrade the citation:
  - a. "Warrants no less than a ..."
  - b. "Highly recommended for a ..."
  - c. "Deserving of a ..."
  - d. "Qualifies for a ..."
4. The Summary of Action for the NMCAM, NMCCM and the MOVSM will be in an outline or bullet style. The Summary of Action for the MSM requires more attention and warrants a more standard style covering a wider spectrum of the recommended individuals performance.
5. Recipients of awards are entitled to well-prepared citations, which will be cherished by them and be a source of pride to their families. It must agree with the recommendation as to date(s), duty station and assignment of the individual. It must be factual, contain no classified information, and be adaptable for publication by news media. A citation consists of three parts:
  - a. Opening Sentences - The opening sentence of the body of the citation consists of a standard phrase describing the degree of meritorious or heroic service as specified for each award; the duty assignment of the individual; the inclusive dates of service on which the recommendation is based. Opening phrases for specific decorations:

MSM - "For outstanding meritorious achievement (or service) ..."

NMCCM - "For heroic (or meritorious) achievement (or heroic or meritorious service) while serving as ..."

NMCAM - "For leadership (or professional) achievement in the superior performance of his (or her) duties while serving as ..."

ENCLOSURE (1)

SEP 30 1996

PROCEDURES FOR AWARDING THE NAVY AND MARINE CORPS ACHIEVEMENT MEDAL (NMCAM)

1. Criteria for awarding the NMCAM. As spelled out in Appendix B to Chapter 1 of reference (a), under the delegation of Commanding Officers and Unit Commanders of the Marine Corps organization authorized to convene special courts martial... "the NA must be for special achievement and not for a person's tour." Awards for sustained performance will be submitted via the chain of command to the appropriate awarding authority; whether or not a particular command has exhausted its annual maximum limit is not relevant to this requirement...

2. Background/Information. The NMCAM may be awarded to personnel in the grade of Major/Lieutenant Commander and below, subject to the following:

a. Navy Commanders and Marine Corps Commanding Officers may award the NMCAM to both officer and enlisted personnel of the Navy and Marine Corps.

b. Under this delegation the NMCAM must be for special achievements and not for a person's tour.

c. Allocations for the NMCAM will be based upon the following:

(1) For Marine Corps organizations, including the Field Medical Service School for Marine Corps enlisted personnel only, the allocations will be made on the basis of two medals per 25 permanent billets, in the unit's T/O, per calendar year, in accordance with reference (a).

(2) For Navy organizations, those commanded by a Navy officer, per references (a) and (b), the NMCAM may be awarded on the following criteria: Units with 100 billets or less (officer and enlisted computed separately) are authorized four NMCAM's each fiscal year per group (officer/enlisted). Units with between 101 and 650 billets are authorized two NMCAM's per 50 billets or a fraction thereof. Units with greater than 650 billets are authorized two NMCAM's per 50 billets for the first 650 billets and two per 75 for any fractions above 650.

(3) Should instances arise wherein unit commanders have expended all awards authorized, the recommendations will be forwarded to this Headquarters for disposition.

(4) The acquisition of the NMCAM Decoration Set, Certificate, and red folder is the responsibility of each unit commander. Requisitioning guidance is provided in reference (b).

3. Commanding General. Will be the approving/issuing authority for NMCAM's that fall into the following categories:

(1) Recommendations on all Marine Corps officers.

(2) Recommendations on all Navy officers carried on the rolls of Headquarters and Support Battalion, e.g., chaplains and public works officers.

ENCLOSURE (2)

SAMPLE OF PROPERLY COMPLETED OPNAV 1650/3

Ensure each block is completed. The following amplifications are provided.

- 1 For NMCAM\* and NMCCM, address to Commanding General, PSC Box 20004, Marine Corps Base, Camp Lejeune, NC 28542-0004. For MSM, address to Commander, US Marine Corps Forces, Atlantic, PSC Box 20115, Camp Lejeune, NC 28542-0115. For higher, address to the Secretary of the Navy, Washington, DC 20380-1775, via COMMARFORLANT.
- 2 Type the person's LAST NAME (ALL CAPITAL LETTERS), followed by a comma (,), then type first name, middle initial and any suffixes, i.e., Jr., Sr., II, III, etc. If no middle name, use NMN.
- 3 Use rank (SSgt, 1stLt, etc.)
- 4 Spell out in all capital letters.
- 5 For officers, this is usually "INDEFINITE", unless the officer is leaving the Naval Service, in which case, type in retirement date, or last day of active duty. For enlisted personnel type in EAOS (expiration of active obligated service).
- 6 Date should be same as last date shown in Block 12 (if detaching).
- 7 Enter complete mailing address of next duty station or home address (as applicable in appropriate space provided).
- 8 Enter all previous personal awards and the period covered for each, or type NONE (as reflected on page nine of SRB/OQR).
- 9 Normally "NONE". For life-saving events/actions when a group is recommended for the same action, list names of other personnel being recommended.
- 10 Ensure that the dates in Block 12 match exactly with the dates in the Summary of Action, as well as the proposed citation.
- 11 NAME, GRADE, TITLE OF ORIGINATOR. The originator must sign and date the form as well as check one of the two boxes above signature block.
- 12 FORWARDING ENDORSEMENTS: As required based on the award.

\*Unless issued at the unit level.

ENCLOSURE (3)



SEP 30 1996

## SAMPLE CERTIFICATE OF COMMENDATION

United States Marine Corps



*Certificate of Commendation*

THE COMMANDING GENERAL, MARINE CORPS BASE, CAMP LEJEUNE, NORTH CAROLINA

STAFF SERGEANT  
UNITED STATES MARINE CORPS

superior performance of duty while serving as coordinator of "Family Day" at Brig Company, Headquarters and Support Battalion, Marine Corps Base, Camp Lejeune, North Carolina on 8 March 1996. Staff Sergeant assistance and devotion to the command in coordinating the events for approximately 300 people was noteworthy. His creativity and resourcefulness provided a safe and fun environment for the children and allowed the spouses to fully participate in the Brig tour. Staff Sergeant motivation and dedication reflected great credit upon himself, his command and the United States Marine Corps.

9 APRIL 1996

*Date*

Major General, U. S. Marine Corps

NAVMC 10631 (REV 8-89) (1650) SN 0000-00-006-1560

ENCLOSURE (4)

BO 1650.6E

SEP 30 1996

**SAMPLE SUMMARY OF ACTION FOR  
MERITORIOUS OUTSTANDING VOLUNTEER SERVICE MEDAL**



**UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
PSC Box 20004  
Camp Lejeune, North Carolina 28542-0004**

IN REPLY REFER TO:

**MEMORANDUM**

From: (As applicable)  
To: Commanding Officer, (As applicable)  
Via: (As applicable)

Subj: RECOMMENDATION OF RANK NAME SSN FOR MILITARY OUTSTANDING  
VOLUNTEER SERVICE MEDAL

Ref: (a) MCBul 1650 of 9 Aug 96 (ALMAR 288/96)  
(b) SECNAVINST 1650.1F

1. Rank Name has consistently demonstrated an exceptionally high degree of military and professional excellence as a Marine Staff Noncommissioned Officer. His/her career has seen service at New River MCAS, North Carolina; Okinawa, Japan; Albany, Georgia; Parris Island, South Carolina; and Camp Lejeune, North Carolina. Widely respected as an expert in Data Control and Automation, he/she is currently serving with the Defense Megacenter, St. Louis Detachment, Camp Lejeune.

2. A complete Marine, Rank Name consistently scores first class on the PFT and expert with the rifle and pistol. His/her successful tour as a Drill Instructor at Marine Corps Recruit Depot, Parris Island, South Carolina is another indication of his/her outstanding leadership and dedication to his/her Corps and country.

3. Since arriving at Camp Lejeune in October 1990, Rank Name has been a continuous and dedicated supporter of the MWR Youth Sports Programs. He/she coached the Pee Wee Football Team "Bulldogs" in 91, 92, 93, 94 and 95. He/she coached the Minor League

ENCLOSURE (5)

SEP 30 1996

Subj: RECOMMENDATION OF RANK NAME SSN FOR MILITARY OUTSTANDING  
VOLUNTEER SERVICE MEDAL

Basketball Team "Lakers" in 90, 92, 93, 94 and 95. He/she coached the Girls Minor Softball Team "Phillies" in 92, 94 and 95. In addition to his/her coaching efforts he/she participated in the Onslow and Camp Lejeune Special Olympics in 95 and 95.

4. In all his/her coaching Rank Name brings leadership excellence and character development to our youths. He/she instills in the children he/she coaches a spirit of competition and team work, while ensuring they enjoy the sport. Never one to lose his/her temper or focus solely on winning, his/her players learn the value of fair play, sportsmanship, and respect for each other.

5. A tribute to Rank Name coaching skills is that his/her players consistently desire to return to his/her teams regardless of the won-loss record. He/she makes sure they learn the fundamentals while allowing them to have fun. many coaches play to win, and then substitute lesser talented players in as not to interfere. Coach Name plays all his/her players an equal amount of time regardless of their talent, seeking to improve their skills and self confidence. His/her players strive to win and love to compete, but they do so in an environment of fun and learning. His/her players frequently are winners on the field, but they are always winners in attitude. Thanks to coach Name's patience and teaching, they develop life long appreciation for physical fitness and receive an early boost in character development and self esteem.

6. Besides Rank Name dedication to youth in the arena of sports, he/she also is an active member of the Camp Lejeune Board of Education and has been since 1994. Rank Name unselfish efforts to coach our youth and support their interests as a member of the School Board represents the best spirit of volunteerism. The fact that he/she remains so involved in youth sports, year after year, without allowing it to conflict with his/her military duties, is exceptional. For all the above reasons, Rank Name is uniquely qualified for and enthusiastically recommended for the Military Outstanding Volunteer Service Medal per references (a) and (b).

Signature

ENCLOSURE (5)

SEP 30 1996

SAMPLE CITATION FORMAT FOR MERITORIOUS SERVICE MEDAL (MSM)

The President of the United States takes pleasure in presenting the  
MERITORIOUS SERVICE MEDAL to

MASTER GUNNERY SERGEANT JAMES Q. MARINE  
UNITED STATES MARINE CORPS

for service as set forth in the following  
CITATION:

"For outstanding meritorious service while serving as the Logistics Chief on the Staff of the Commanding General, Marine Corps Base, Camp Lejeune, North Carolina from September 1983 to August 1988. Using his superb managerial skills, he was responsible for planning and coordinating major renovations to the facilities assigned to the department, allowing all sections to continue providing customer services without interruption. Master Gunnery Sergeant Marine developed an automated system to ensure an equitable share of manpower assets to more than 260 billets for the assignment of Marines in the logistics and supply occupational fields. In addition to his regular duties, he served as the Quality Improvement Program coordinator for all logistic proposals and was instrumental in the detailed review and ultimate approval of cost saving initiatives throughout the base. Through his exceptional leadership and meticulous attention to detail, he contributed significantly to the outstanding service support efforts provided to all commands aboard Camp Lejeune. Superior performance of duties as typified above highlighted the culmination of more than 30 years of honorable and dedicated Marine Corps service.\* By his exceptional professional ability, personal initiative and total dedication to duty, Master Gunnery Sergeant Marine reflected great credit upon himself and upheld the highest traditions of the Marine Corps and the United States Naval Service."

For the President,

\*Standard statement for retirement awards

Underscore indicates required standard statements.

ENCLOSURE (6)

SEP 30 1996

SAMPLE CITATION FORMAT FOR THE NAVY AND MARINE CORPS COMMENDATION MEDAL (NMCCM)

The Secretary of the Navy takes pleasure in presenting the NAVY and MARINE CORPS COMMENDATION MEDAL (Gold Star in Lieu of Second Award) to

GUNNERY SERGEANT JOSEPH P. MARINE  
UNITED STATES MARINE CORPS

for service as set forth in the following  
CITATION:

"For meritorious service while serving as Platoon Commander and Weapons Instructor, Marine Combat Training Battalion, School of Infantry, Marine Corps Base, Camp Lejeune, North Carolina from January 1993 to March 1996. Displaying superb leadership, he was directly responsible for the military occupational specialty qualification of over 12,000 Marine infantrymen. Superior performance of duties as typified above highlighted the culmination of more than 20 years of honorable and dedicated Marine Corps service. Staff Sergeant Marine's sustained superior performance, initiative and total dedication to duty reflected great credit upon himself and were in keeping with the highest traditions of the Marine Corps and the United States Naval Service."

For the Secretary,

Underscoring indicates required standard statements.

Superior performance of duties as typified above highlights the culmination of more than (number) years of honorable and dedicated Marine Corps Service (if retiring).

ENCLOSURE (7)

SEP 30 1996

SAMPLE CITATION FORMAT FOR THE NAVY AND MARINE CORPS ACHIEVEMENT MEDAL (NMCAM)

The Secretary of the Navy takes pleasure in presenting the NAVY and MARINE CORPS ACHIEVEMENT MEDAL to

STAFF SERGEANT JOHN K. MARINE  
UNITED STATES MARINE CORPS

for service as set forth in the following  
CITATION:

"For professional achievement in the superior performance of his duties while serving as Platoon Commander and instructor, Infantry Training Battalion, School of Infantry, Marine Corps Base, Camp Lejeune, North Carolina from August 1991 to December 1995. He was directly responsible for the military occupational specialty qualification of over 500 Marine infantrymen, and the advanced training of over 700 infantry squad leaders. Staff Sergeant Marine's professional ability, initiative and total dedication to duty reflected credit upon himself and were in keeping with the highest traditions of the Marine Corps and the United States Naval Service."

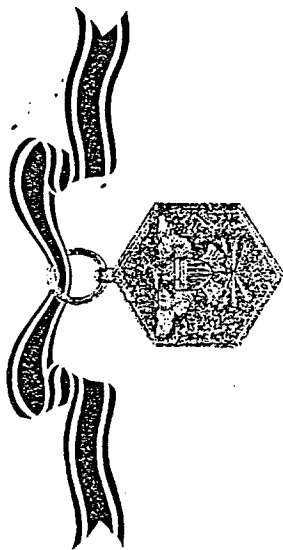
For the Secretary,

Underscoring indicates required standard statements.

ENCLOSURE (8)

SEP 30 1996

## SAMPLE CITATION FOR NAVY AND MARINE CORPS COMMENDATION MEDAL



## DEPARTMENT OF THE NAVY

THIS IS TO CERTIFY THAT  
THE SECRETARY OF THE NAVY HAS AWARDED THE

## NAVY AND MARINE CORPS COMMENDATION MEDAL

(GOLD STAR IN LIEU OF THIRD AWARD)

GUNNERY SERGEANT

UNITED STATES MARINE CORPS

1  
MERITORIOUS SERVICE WHILE SERVING AS PLATOON COMMANDER AND INSTRUCTOR FOR INFANTRY TRAINING BATTALION, SCHOOL OF INFANTRY MARINE CORPS BASE, CAMP LEJEUNE, NORTH CAROLINA FROM AUGUST 1993 TO FEBRUARY 1996. DISPLAYING SEASONED LEADERSHIP AND AN INTENSE PERSONAL COMMITMENT TO DUTY, HE WAS INSTRUMENTAL IN THE QUALITY TRAINING OF OVER 700 MARINES IN FOUR INFANTRY OCCUPATION SPECIALTIES. SUPERIOR PERFORMANCE OF DUTIES AS TYPIFIED ABOVE HIGHLIGHTED THE CULMINATION OF MORE THAN 20 YEARS OF HONORABLE AND DEDICATED MARINE CORPS SERVICE. GUNNERY SERGEANT SUSTAINED SUPERIOR PERFORMANCE, INITIATIVE AND TOTAL DEDICATION TO DUTY REFLECTED GREAT CREDIT UPON HIMSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.



GIVEN THIS 11TH DAY OF JUNE 1996

FOR THE SECRETARY OF THE NAVY

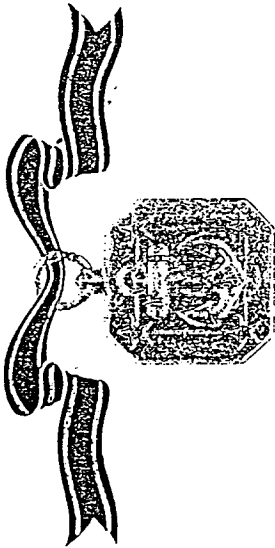
MAJOR GENERAL, U. S. MARINE CORPS  
COMMANDING GENERAL, MARINE CORPS BASE  
CAMP LEJEUNE, NORTH CAROLINA

NAVSO 1650.11 (1991)  
501004-1F 013 2800

ENCLOSURE (9)

SEP 30 1996

## SAMPLE CITATION FOR NAVY AND MARINE CORPS ACHIEVEMENT MEDAL



## DEPARTMENT OF THE NAVY

THIS IS TO CERTIFY THAT  
THE SECRETARY OF THE NAVY HAS AWARDED THE

## NAVY AND MARINE CORPS ACHIEVEMENT MEDAL

SERGEANT

TO UNITED STATES MARINE CORPS

FOR

PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF HIS DUTIES WHILE SERVING AS A SQUAD LEADER/INSTRUCTOR COMPANY B, INFANTRY TRAINING BATTALION, SCHOOL OF INFANTRY, MARINE CORPS BASE, CAMP LEJEUNE, NORTH CAROLINA FROM AUGUST 1992 TO JULY 1995. HIS UNWAVERING PERSONAL COMMITMENT TO THE MISSION OF THIS COMMAND SIGNIFICANTLY CONTRIBUTED TO THE PROPER TRAINING AND QUALIFICATION OF OVER 1,500 ENTRY-LEVEL MARINES IN FOUR INFANTRY MILITARY OCCUPATION SPECIALTIES. SERGEANT PROFESSIONAL ABILITY, INITIATIVE AND TOTAL DEDICATION TO DUTY REFLECTED GREAT CREDIT UPON HIMSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.



GIVEN THIS 6TH JUNE 1996

FOR THE SECRETARY OF THE NAVY

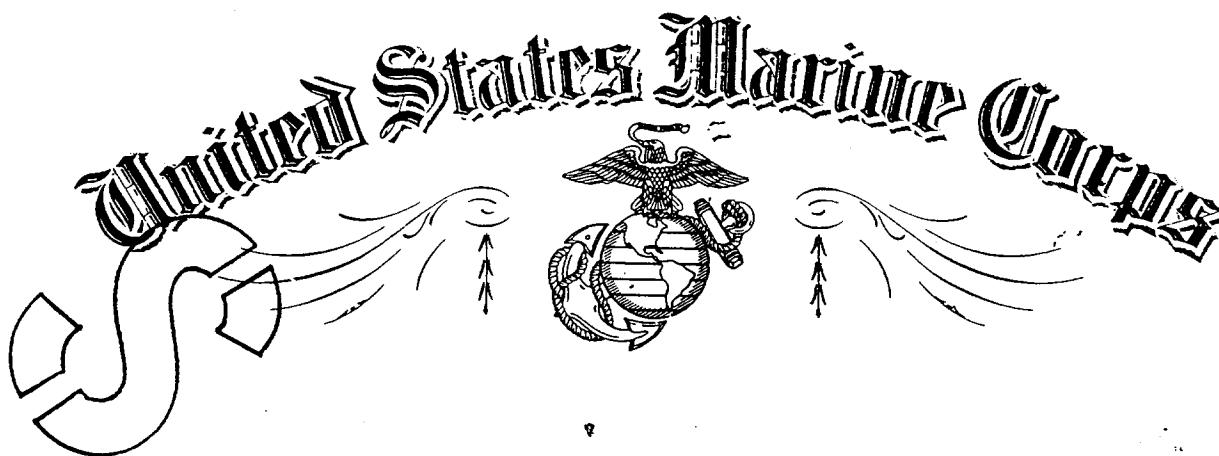
MAJOR GENERAL, U. S. MARINE CORPS  
COMMANDING GENERAL, MARINE CORPS BASE  
CAMP LEJEUNE, NORTH CAROLINA

NAVSO 1650-12 (1995)  
SH 0104 L F 018 2000

ENCLOSURE (10)



SEP 30 1996



Rank, Full Name, SSN/MOS, USMC

was, on the twenty-fifth day of April, 1996,

*the subject of a*

## MERITORIOUS MAST

*conducted by the*

Commanding Officer

3d Supply Battalion

3d Force Service Support Group

Marine Forces Pacific, Okinawa, Japan

*for outstanding service as follows:*

During the period of 1 June 1995 to 29 February 1996, while assigned to Rations Platoon, Headquarters and Service Company, 3d Supply Battalion, 3d Force Service Support Group, Marine Forces Pacific, Name of SNM displayed exceptional skills and resourcefulness while performing his duties as a Warehouseman. Name of SNM superb initiative and performance were instrumental in maintaining the Packaged Operational Rations account, worth over \$300,000, without discrepancy. His dedication and attention to detail were a key to the fourth consecutive "No Findings" during Ration's Field Supply Maintenance Analysis Office inspection, Name of SNM initiative and professionalism reflected great credit upon himself and were in keeping with the highest traditions of the United States Marine Corps.

\_\_\_\_\_  
Signature of Awarding Authority